



## Coconino County Arizona

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<b>Policy Section:</b>	<b>Assessments</b>
<b>Policy Number &amp; Title:</b>	<b>4.5 Maintenance Districts-Assessments for Maintenance</b>
<b>Date:</b>	<b>August 12, 2004</b>
<b>Current Revision Date:</b>	

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The County Engineer is typically responsible for developing a maintenance schedule and budgetary cost estimates for each maintenance district. Items that may be considered maintenance include snow plowing, insurance, normal ditch cleaning and chip sealing. If during the process of reviewing expenditures for a district or at the district's request the budgetary maintenance amount can be adjusted and the assessment per parcel adjusted accordingly. This cost must be included in the appropriate fiscal year budget. The line entry to the budget is entered as the District name-Operations with a line item entitled Other Professional Services.

The action of the Board approving the annual budget constitutes approval of the assessment for maintenance for the specified maintenance district.

Upon approval of the budget by the Board or a request for an adjustment, the Special Districts Coordinator will notify the Finance Department as to the amount budgeted. The Finance Department will be responsible to have the appropriate assessment per parcel calculated and billed per assessment schedule (see Section 4.1 Assessment and Maintenance Fee Payment).